



# Emergency Checklist

**100 E. Cotton St.** | [Click here for map](#) [1]

[Fire Department \(Non Emergency\)](#) [2]

## Emergency Checklist

Discuss with your family and friends how to respond to disaster situations.

Draw a floor plan of your home. Mark two escape routes.

Learn how to turn off water, gas and electricity at your location.

Teach children how and when to use emergency telephone numbers for help (9-1-1 where available).

Pick one out-of-area and one local family member or friend to call if you get separated when you evacuate.

Pick a place and an alternate outside your home to meet in case of fire.

Keep family records and other important papers in a water and fireproof container.

Make arrangements for pets if you evacuate.

Let others know when you leave, where you are going, and when you expect to arrive.

## Escape Plan

In a fire or other emergency, you may need to evacuate your house, apartment or mobile home on a moment's notice.

Develop an escape plan by drawing a floor plan of your residence. Using a black pen, show the location of emergency supplies (Emergency Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut-off points. Next a coloured pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of emergency.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household members at least two times each year.

## Emergency Telephone Numbers

What the Emergency Operator will need to know:

Your name.

Telephone number where you are.

Nature of the problem.

The Emergency Operator may ask you to stay on the line. Do not hang up.

**Remember:** Emergency telephone numbers are for emergency services and should be used only for emergency or disaster situations.

## What is "9-1-1"?

"9-1-1" is an emergency telephone number which provides immediate and direct access to fire, ambulance and police. You can dial 9-1-1 from any telephone, including payphones, at no cost. If 9-1-1 services is not available, check the front of your community telephone directory for your local emergency number.



**Emergency Telephone Numbers:**

Ambulance

Fire

Police

Dad's Work Number

Mom's Work Number

Family Contact

Doctor's Office

Hospital Number

**Emergency Supplies**

Having emergency supplies "ready to go" is essential when time is of the essence. For a list of items to prepare for an emergency supply kit, please click on the link below.

[Emergency Supply Kit](#)

[3]

**For more information call: 903-237-1210**

| [Contact Us](#) [4]

**Source URL:** <http://fire.longviewtexas.gov/emergency-checklist>

**Links:**

[1]

[http://www.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=100+E.+Cotton+St.+longview,+tx&ll=32.490343,-94.743597&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=100+E+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.4938,-94.740407&spn=0.008398,0.01929&z=16](http://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=100+E.+Cotton+St.+longview,+tx&ll=32.490343,-94.743597&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=100+E+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.4938,-94.740407&spn=0.008398,0.01929&z=16)

[2] <http://fire.longviewtexas.gov/service/fire-department-non-emergency>

[3] <http://fire.longviewtexas.gov/emergency-supply-kit>

[4] <http://fire.longviewtexas.gov/services-contact#fire@longviewtexas.gov>